

Program Description/Textbook or Print Instructional Material

Vendor: Pearson Education, Inc., publishing as Pearson Prentice Hall **Web Address:** www.phschool.com

Title: Learning Microsoft Publisher 2002

Author: Faithe Wempen **Copyright:** 2001

ISBN: 1-58577171-6 **Course/Content Area:** Industrial Education: Desktop Publishing

Intended Grade or Level: 9-12 **Readability Level:** Not Available

List Price: \$ 41.96 **Lowest Wholesale Price:** \$ 31.47

Level of Accommodations (Level One, Two, or Three) Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance. Pearson Prentice Hall is unable to provide files in Levels One or Two due to the variety of page layout systems used to create the text. These systems are not compatible with specialized formats such as XML or HTML.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

These text materials provide the students with lesson to build their skills progressively and to integrate their skills in workplace activities. Each exercise utilizes skills from other lessons as they progress learning the particular software package. They use the skills in projects throughout the text and may use their skills to complete a final project. An Internet simulation is provided so that the network can be used to complete various exercises including a Website. Students work with fonts and styles, change design and layouts, and work with pictures and various publications.

Student Experiences

The student will experience a workable way to develop into a desktop publisher who can design various publications and complete an Internet Website and create it on the Net.

Assessment

Students will find that assessment is built into the course as well as testing materials on the CD-ROM Network version that is available.

Organization

The text is organized into 6 Lessons that take the student from the basics of desktop publishing to the creation of a Website.

Resource Materials

- **Gratis Items To Be Provided And Under What Conditions**

Free upon request, 1 per teacher user with a minimum purchase of 20 Learning Microsoft Publisher 2002

Student Editions:

☞ Annotated Teacher's Edition with Solution Files

- **Available Ancillary Materials**

RESEARCH DATA/EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

The text and the ancillaries have been carefully reviewed by network and other publishing professionals who are expert at desktop publishing materials. Educators have reviewed and tested the materials for accuracy of content and for appropriateness of the teaching methods installed.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Learning Microsoft Publisher \$31.47			
Publisher: Pearson ISBN 158577-1716			
Item Evaluated: Text, software, and teacher's edition			
Copyright Date: 2002		Evaluator: J. Walker	
Content Level:		Date of Evaluation 8/1/03	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



**Group V - Career/Technical
Vocational/Practical Living Education
Instructional Materials Evaluation Tool
Business**



Title:	Publisher	
Technology Management Summary Data:	20 possible points	____14____ points earned
Technology Management Comments:		
Technology Presentation/Interface Summary Data:	40 possible points	____31____ points earned
Technology Presentation/Interface Comments:		
Content Summary Data:	44 possible points	____41____ points earned
Content Comments: Very good scenarios for REAL WORLD applications.		
Instruction & Management Summary Data	52 possible points	____49____ points earned
Instruction & Management Comments:		
Organization & Structure Summary Data	36 possible points	____36____ points earned
Organization & Structure Comments:		
Resource Material Summary Data	40 possible points	____21____ points earned
Resource Material Comments:		



Group V - Career /Technical & Vocational/Practical Living **Electronic Instructional Media Review Form** **Stand Alone/Independent or Integrated Software for Business**



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	_____ Management	__x__ Interdisciplinary	_____ Problem Solving	__x__ Tutorial
_____ Exploratory	__x__ Creativity	__x__ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a students performance record, where needed.	1
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	1
Comments:	Total 14

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	4
Accessible for special needs students.	1
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	2
Comments:	Total 31

Content—Business	Rating
Career Experiences	4
Employability Skills	4
Teamwork	4
Global Perspective	4
Mathematical Skills	2
Communication	3
Diversity	4
Ethical Practices	4
Academic Integration	4
Real World Application	4
Content Area Concepts Addressed	4
Comments:	Total 41

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	3
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	2
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	4
Comments:	Total 49

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	4
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	Total 36

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	3
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	1
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	3
Integration opportunities suggested and examples given.	4
Teacher resources are available online.	2
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments:	Total 21

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable